

**CONFIDENTIAL**

Executive Registry

77-2592/1

*Cabinet Pending  
White House.*

3 November 1977

MEMORANDUM FOR: See Distribution

SUBJECT : Supporting the Director in Meetings  
with White House Staff and Cabinet OfficersREFERENCE : ES 77-6 dtd 3 May 77; Subj: Servicing DCI  
Requirements and Your Needs

25X1

1. ☐ According to the Director's projected calendar for the week of 7 November, he is tentatively scheduled to meet with the following senior officials:

Tuesday, 8 November

1130 President Carter  
1200 Dr. Brzezinski

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2. ☐ Our records indicate that the Director has requested additional information from your office (see attached) to support him in his meeting with the above-named senior officials.

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3. ☐ It is requested that you forward an appropriate response, if required, to the Director as outlined in paragraph 2a of reference above. Please include in your response a copy of the Director's original memorandum and highlight those portions you are answering.

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4. ☐ To provide the Director with sufficient time to review your materials prior to his meetings, please have them delivered to this office by COB the night before the scheduled meetings. The Executive Secretariat will continue to consolidate the materials from the various offices for the Director as required.

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☐  
Deputy Executive Secretary

Attachment

Distribution:

C/Action Staff/NFAC  
EO/IC Staff  
EO/DDO  
EO/DDA

(EXECUTIVE REGISTRY FILE)

Internal Distribution: *Cabinet Pending*  
Orig - ES Chrono  
1 - Each as stated  
① - ER

Info: Cdr. McMahon

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Approved For Release 2004/05/05 : CIA-RDP80M00165A002300080008-4

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C/Action Staff/NFAC

<u>Subject</u>	<u>ER Number</u>	<u>Remarks</u>
Conversation, 18 October	77-2609	
Conversation, 25 September	77-2491	
Debrief of Meeting on 1 November	77-10016	

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E0/IC Staff

Subject

ER Number

Remarks

Debrief of Meeting on 1 November

77-10016

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EO/DDO

<u>Subject</u>	<u>ER Number</u>	<u>Remarks</u>
Conversation, 27 September	77-2491	
Conversation with Dr. Brzezinski, 18 October	77-9482	
Conversation with Dr. Brzezinski, 1 November	<input type="text"/>	
Debrief of Meeting on 1 November	77-10016	

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EO/DDA

Subject

ER Number

Remarks

Conversation with Dr. Brzezinski,  
1 November

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